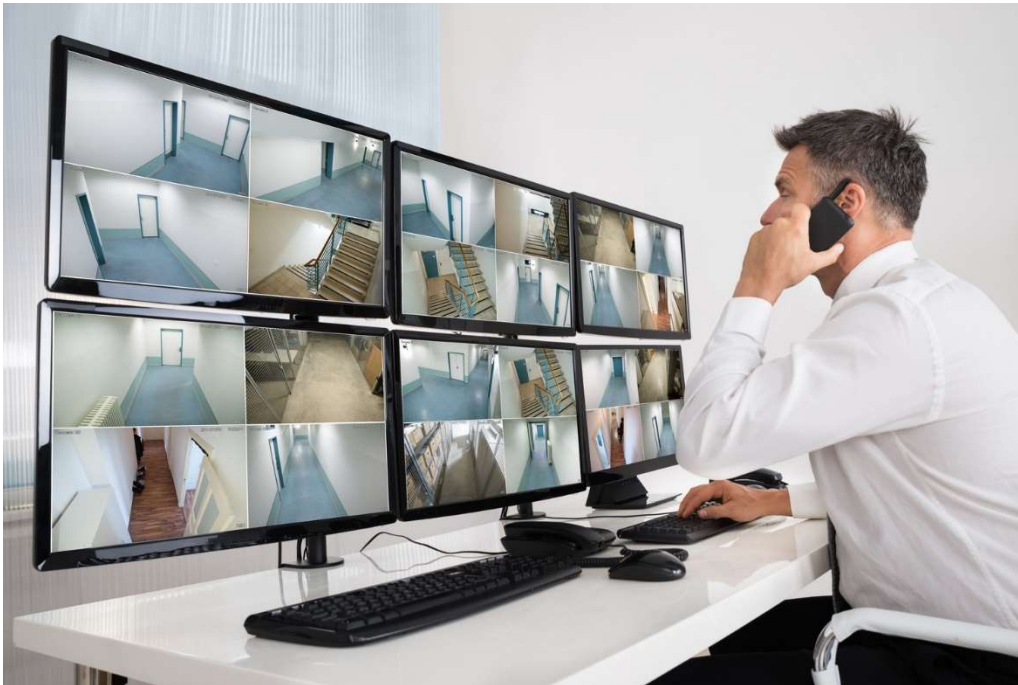




Certified CCTV Operator Training Course

Course Code- CCOT501



Course Overview

This CCTV Operator Training course is designed to equip participants with the knowledge and skills required to effectively operate Closed-Circuit Television (CCTV) systems. The course covers technical, operational, and legal aspects of CCTV monitoring, ensuring operators can maintain security, respond to incidents, and comply with regulations.

Duration: 2 Months, 16 Classes

Course Fee: Tk 8,000

Target Audience: Aspiring CCTV operators, security personnel, and facility managers

Delivery Method: In-person or hybrid (lectures, practical exercises, and simulations)

Prerequisites: Basic computer literacy, understanding of security principles



Course Objectives

By the end of the course, participants will be able to:

- Understand the components and functionality of CCTV systems.
 - Operate CCTV equipment proficiently, including cameras, monitors, and recording systems.
 - Monitor and analyze footage effectively to identify suspicious activities.
 - Respond appropriately to incidents observed through CCTV systems.
 - Comply with legal and ethical standards, including data protection and privacy laws.
 - Maintain and troubleshoot basic CCTV system issues.
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Course Outline

Part 1: Introduction to CCTV Systems

Objective: Understand the fundamentals of CCTV systems and their role in security.

- **Module 1: Introduction to CCTV**
 - Definition and purpose of CCTV
 - Evolution of CCTV technology
 - Roles and responsibilities of a CCTV operator
 - Importance of CCTV in modern security systems
- **Module 2: CCTV System Components**
 - Types of cameras (fixed, PTZ, dome, IP)
 - Monitors, recorders (DVR/NVR), and storage systems
 - Cabling, power supplies, and network infrastructure
 - Overview of analog vs. digital systems
- **Module 3: Legal and Ethical Considerations**
 - Data protection laws (e.g., GDPR, local regulations)
 - Privacy and surveillance ethics
 - Guidelines for footage retention and sharing
 - Case studies on legal compliance

Activities:

- Group discussion on real-world CCTV applications
 - Review of sample legal policies
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Part 2: CCTV Operation and Monitoring

Objective: Develop practical skills for operating and monitoring CCTV systems.

- **Module 4: Operating CCTV Equipment**
 - Setting up and configuring cameras and recorders
 - Using PTZ controls and zoom functions
 - Managing multiple camera feeds
 - Recording and playback procedures
- **Module 5: Effective Monitoring Techniques**
 - Scanning and prioritizing camera feeds
 - Identifying suspicious behavior and incidents
 - Situational awareness and attention to detail
 - Managing operator fatigue
- **Module 6: Incident Reporting and Response**
 - Documenting observations (logs, reports)
 - Communicating with security teams and authorities
 - Escalation procedures for critical incidents
 - Evidence preservation and chain of custody

Activities:

- Hands-on practice with CCTV control software
 - Simulated monitoring exercises with mock scenarios
 - Report writing exercise
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Part 3: Maintenance, Troubleshooting, and Assessment

Objective: Learn maintenance, troubleshooting, and demonstrate competency.

- **Module 7: CCTV System Maintenance**
 - Routine checks for cameras, lenses, and cables
 - Cleaning and adjusting equipment
 - Managing storage and archiving footage
 - Coordinating with technicians for repairs
- **Module 8: Troubleshooting Common Issues**
 - Diagnosing camera malfunctions (e.g., blurry images, no signal)
 - Addressing connectivity and recording problems
 - Basic network troubleshooting for IP cameras
 - When to escalate technical issues
- **Module 9: Practical Assessment and Certification**
 - Practical test: Operate a CCTV system in a simulated environment
 - Scenario-based monitoring and incident response
 - Written test: Legal, technical, and operational knowledge
 - Feedback



Activities:

- Group troubleshooting exercise
 - Final practical and written assessments
 - Q&A and course evaluation
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Learning Materials

- Course handbook with technical guides and legal summaries
- Access to CCTV simulation software
- Sample incident report templates
- Checklist for system maintenance

Assessment Criteria

- Practical test: 50% (demonstrate system operation and incident response)
- Written test: 30% (knowledge of legal, technical, and operational topics)
- Participation: 20% (engagement in discussions and exercises)

Certification

Participants who successfully complete the course will receive a **Certified CCTV Operator** certificate.

For more info, please login www.btti-bd.com